General Services Administration (GSA) Spares Awards

Carolyn Richardson

PKPB

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Overview

- Regulatory Guidance and Other Tools
- When is a Justification and Approval (J&A) Required?
- When is Synopsis Required?
- How do I determine prices fair and reasonable?
- Recap

Regulatory Guidance and Other Tools

- FAR 8.404 and Sups
- Other tools:
  - Online shopping via GSA Advantage, http://www.fss.gsa.gov
  - AF Guide, “Using Federal Supply Schedules”
  - WR-ALC Contracting Handbook Part 8

When Is a J&A Required?

- When following the procedures of FAR 8.4, and only one source is found which can meet the requirement, and your order will exceed the SAP threshold, prepare a Sole Source Justification (SSJ).
  - Air Force Guide, “Using Federal Supply Schedules,” June 2002
  - Template available in the WR-ALC Contracting Handbook, Part 8
  - Orders placed under Multiple Award Schedule (MAS) are “not” sole source (FAR 8.404(a))

When is synopsis required?

- Not required if awarding under MAS
  - FAR 8.404(a)
- Is required if awarding sole source
  - Per HQ AFMC (unless one of the exceptions in FAR 5.202 applies)

Documenting Fair and Reasonable Pricing for Sole Source GSA Orders

- Under micro-purchase threshold ($2500): no documentation required (FAR 8.404(a))
- Over micro-purchase threshold, perform price analysis and prepare a pricing memo.
  - Required per HQ AFMC/PK memo dated 16 Oct 01, “GSA Schedules and Pricing” (filed in WR-ALC Contracting Handbook behind FAR 8)
    - Use GSA prices as a baseline/starting point to prepare for negotiation
    - Contractors may lower their GSA schedule prices at any time
    - Always “seek” price reductions if ordering above the maximum order threshold established in the specific schedule (FAR 8.404(b)(3))

Recap on GSA Orders Placed Against a MAS

- ✓ Are Full and Open Competition
- ✓ Synopsis not required
- ✓ Pricing Memo not required
- ✓ Best Value Determination required
  - ✓ Template in WR-ALC Contracting Handbook satisfies FAR 8.404(a) requirement

Recap on Sole Source GSA Orders

- ✓ Sole Source Justification required
  - ✓ Template in WR-ALC Contracting Handbook satisfies FAR 8.404(b)(7) requirement and AF Guide intent
- ✓ Synopsis required
- ✓ Price Analysis/Pricing Memo required